DECISION PAPER



July 12, 2018

Background: The General Plan Committee has determined that Trout Creek Recreation Center requires additional space and accessibility accommodations. On March 24, 2018, TDA Board members authorized application submittals to the Town of Truckee Planning Commission for the following improvements at Trout Creek Recreation Center;

- Create an exercise space of approximately 5,195 SF.
- Create an appropriately sized stretching and functional exercise area.
- Create two multipurpose rooms, whose uses will include Spin classes and childcare.
- Comply with all applicable fitness industry safety standards.
- Comply with all applicable accessibility and fire safety codes.
- Increase equipment quantities modestly.

On June 19th, the project application received unanimous approval by the Planning Commission to proceed with Building Permit applications, as defined in the attached Resolution 2018-08.

Schedule: The GPC Task Force recommends a two-phased construction schedule, starting during the Fall of 2018 and to proceed for approximately (18) months, split between two phases to preserve member access;

- Phase 1: NW Wing (pool side); up to ~ (6) months
- Phase 2: SE Wing (gym side); up to ~ (12) months

Once the site survey and final construction documents are completed by Siteline Architects, then distributed in early September to three qualified General Contractors for bid proposals, a contract award will be proposed at the next available Board meeting.

Funding: Funding for Capital Improvements at each of Tahoe Donner's amenities is derived from a combination of the Development Fund and Replacement Reserve Fund, which are funded by the annual assessment. Proposed improvements at Trout Creek would be funded from existing balances, and would not require a special assessment. These capital allocations are detailed each year during budget review and approvals provided by members of the General Plan Committee, Finance Committee, and Board of Directors. For 2018, the proposed Trout Creek Expansion has the following funds earmarked for Board review and approval:

- 2018 Development Fund (DF); \$500K for new components
- 2018 Replacement Reserve Fund (RRF); \$890K for replacement of existing components

For Phase 2 Trout Creek improvements in 2019, multiple options have been considered to identify specific Development and Replacement Reserve Funds that would be allocated during the forthcoming budget cycle. To maintain the DF/RRF split of 70/30, the Task Force recommends the following option for Phase 2 funding in 2019;

- 2019 Development Fund (DF); \$220K for new components
- 2019 Replacement Reserve Fund (RRF); \$790K for replacement of existing components

DECISION PAPER



Project Budget: On March 2, 2018, Siteline and Mt. Lincoln Construction provided updated project and construction cost estimates, which total \$2,314,635 and are detailed below:

- CASp improvements at TCRC Parking Lot, Snowplay, and Driving Range; \$185,000
- CASp improvements within and adjacent to Trout Creek Recreation Center; \$280,000
- Phase 1 and Phase 2 (1,100 SF reallocation and enclosure) Board scope; June 23, 2017; \$1,223,510
- The 670 SF addition, Board approved project scope on October 28, 2017; \$401,125
- Estimated costs for Agency Fees, Permitting, A/E, Services, and contingency; \$225,000

The current project budget of \$2,400,000 may require adjustment once all three bids are reviewed and considered. If there are no changes, the total project will be funded from a combination of Replacement Reserve Funds (\$1,630,000) and Development Funds (\$770,000), during a multi-year, phased approach, designed to reduce member impact and preserve amenity access.

Task Force Recommendation: Board approval to proceed with Building Permit application and to obtain bids from three qualified General Contractors. Final award of construction contract and issuance of the Building Permit remains contingent upon forthcoming Board review and approvals.

Prepared By: Forrest Huisman		
Reviewed By: Michael Salmon		
Board Meeting Date: July 21, 2018 General Manager Approval to place on Agenda:	Date:	

Town of Truckee California

PLANNING COMMISSION RESOLUTION 2018-08 A RESOLUTION OF THE TOWN OF TRUCKEE PLANNING COMMISSION APPROVING APPLICATION 2018-000000051 (TROUT CREEK RECREATION CENTER PROJECT AMENDMENT)

WHEREAS, on January 8, 1991, the Nevada County Planning Commission approved a Conditional Use Permit for a 2,600 sq. ft. recreation center facility at 12790 Northwoods Boulevard (APN 44-660-01); and

WHEREAS, on December 19, 1991, the Nevada County Planning Commission amended the Conditional Use Permit to increase the size of the approved recreation center to 3,550 sq. ft.; and

WHEREAS, on April 9, 2003, the Town of Truckee Planning Commission approved Resolution 2003-06, adopting a Mitigated Negative Declaration and approving an 8,000 sq. ft. addition to the Trout Creek Recreation Center; and

WHEREAS, the Town of Truckee has received a request from the property owner to amend the project approval for a 1,439 sq. ft. addition to the indoor fitness facilities; and

WHEREAS, the Planning Commission was the original review authority for the project and is responsible for the review and consideration of major changes to the project which involve a feature of the project that was a basis for conditions of approval for the project that was a specific consideration by the review authority in taking action in the approval of the permit; and

WHEREAS, a 10-day public review period was provided to allow Federal, State, and local agencies, interested persons and organization, and other members of the public to review and comment on the project; and

WHEREAS, public notice was published in the *Sierra Sun* and mailed to property owners within 500 feet of the project site informing the public of the date, time, and location of the public hearing for consideration of the approval or denial of the Project Amendment; and

WHEREAS, the Planning Commission held a public hearing on the matter at their regularly scheduled Planning Commission meeting beginning and ending on June 19, 2018, and considered all information and public comment related thereto;

THEREFORE BE IT RESOLVED, the Planning Commission hereby takes the following actions on Application 2018-00000051/AMD (Trout Creek Recreation Center Project Amendment):

- 1. Approves the Trout Creek Recreation Center Project Amendment, as shown on Exhibit A, subject to the conditions of approval set forth in Exhibit "B" (Conditions of Approval) attached hereto and incorporated herein; and
- 2. Determines the project exempt from further environmental review in accordance with Section 15301 of the California Environmental Quality Act Guidelines.

BE IT FURTHER RESOLVED, the Planning Commission adopts the findings set forth in Exhibit "C" (Findings), in support of approval of these actions.

The foregoing Resolution was introduced by Commission member Hall and seconded by Commission member Wiebush at a Regular Meeting of the Truckee Planning Commission held on the 19th day of June 2018 and adopted by the following vote:

AYES:	Chair Kielas, Wiebush	Vice	Chair	Polivy,	Commissioner	Hall,	Commissioner
NOES:	None						
ABSENT:	Commissioner Gadow						
ATTEST:					ielas, Chair of Truckee Planr	ning Co	ommission
Jennifer Masters, Sec	cretary						
Attachments: Exhibit A – Approved	Site Plan and F	Ruilding	n Eleva	tions			

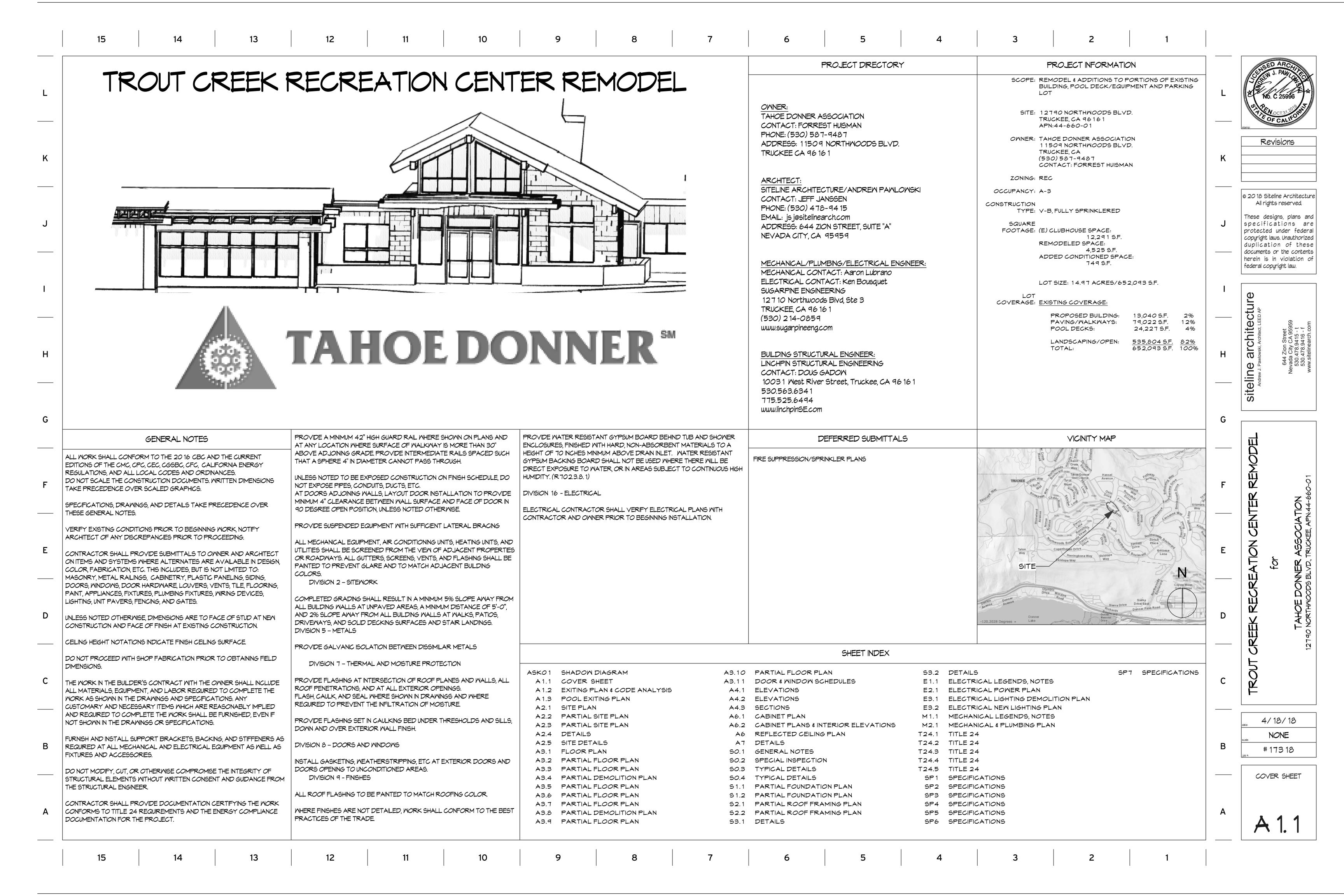
Exhibit B – Recommended Conditions of Approval

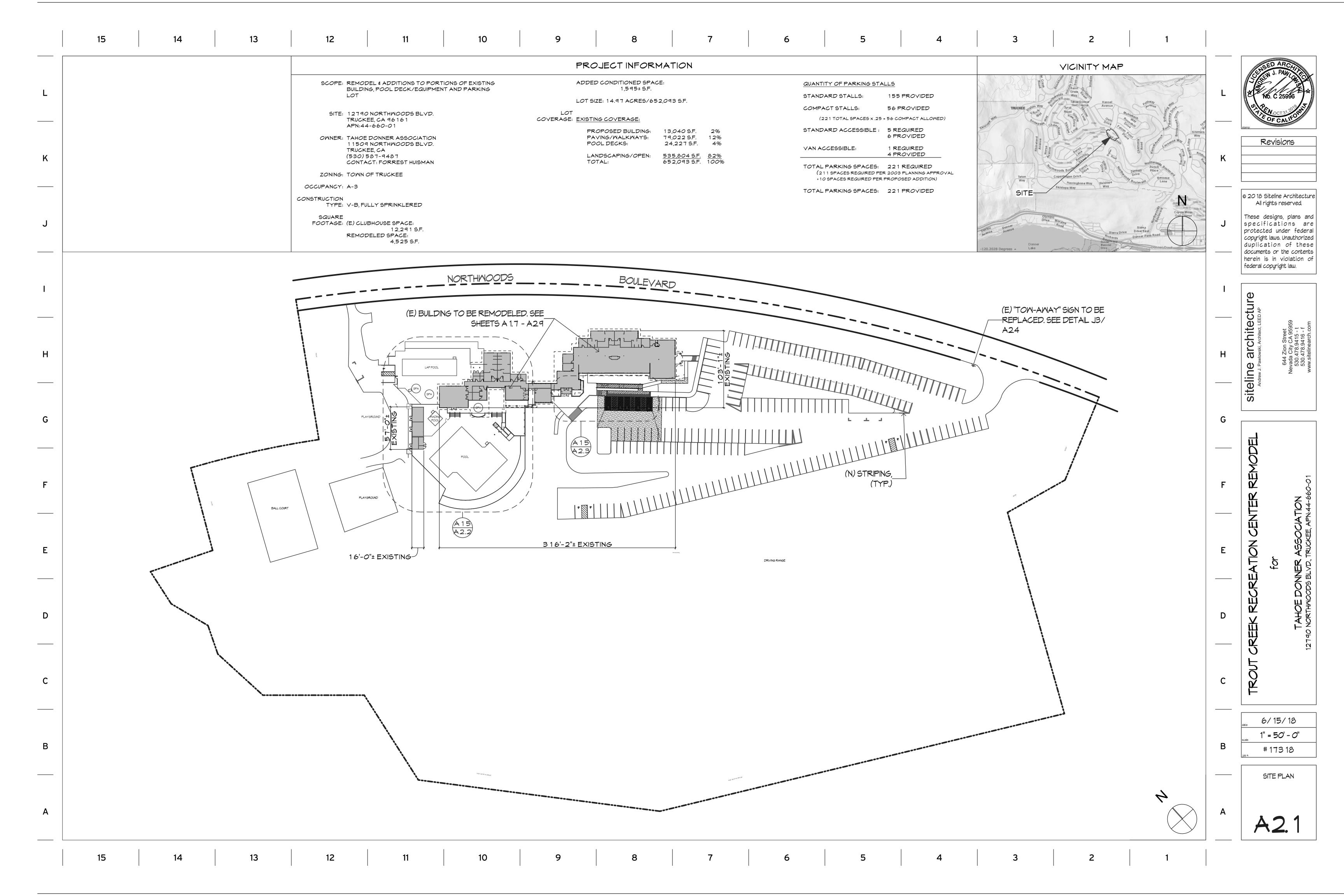
Exhibit C – Findings

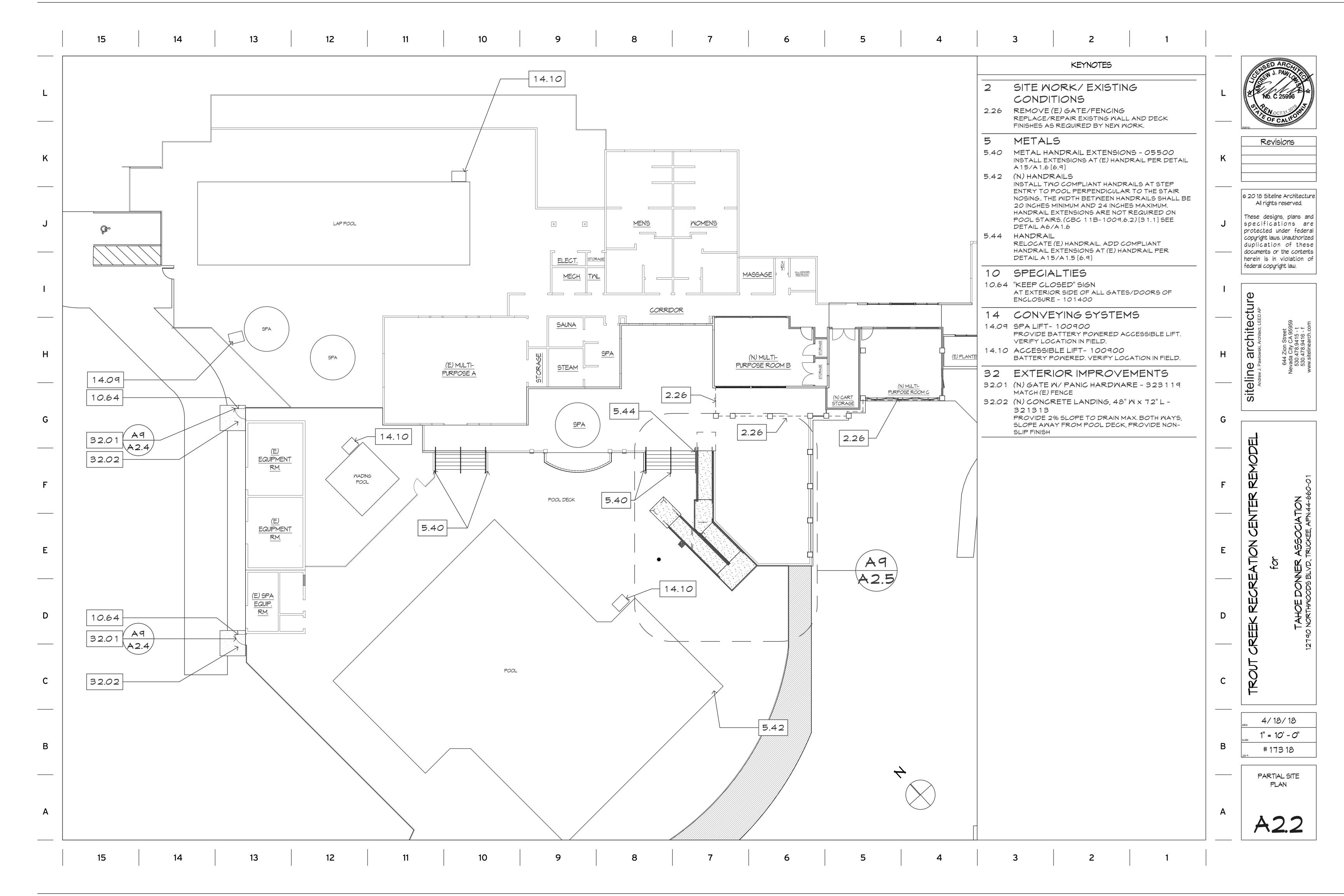
RESOLUTION 2018-08 EXHIBIT "A"

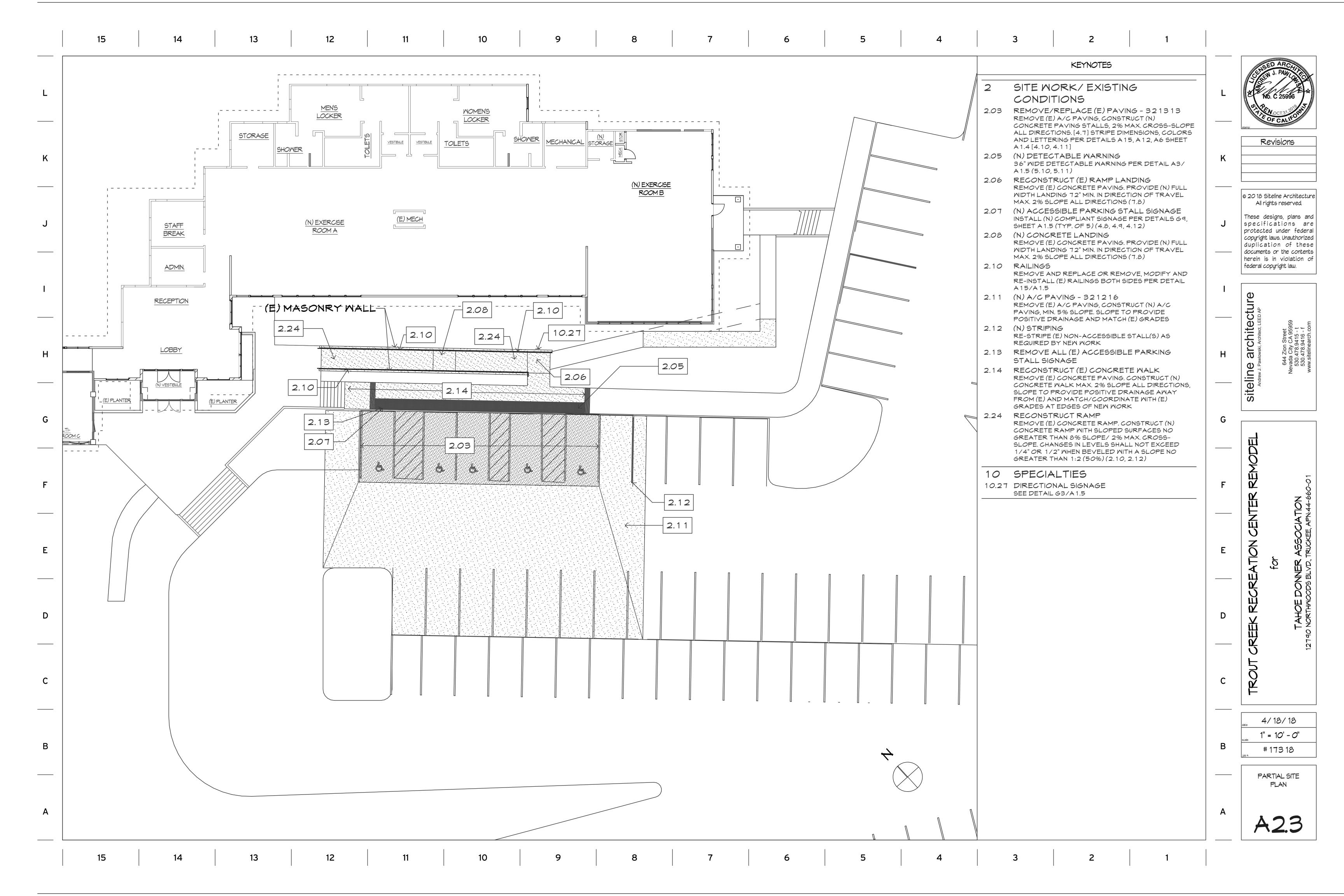
APPLICATION 2018-00000051 TROUT CREEK RECREATION CENTER PROJECT AMENDMENT

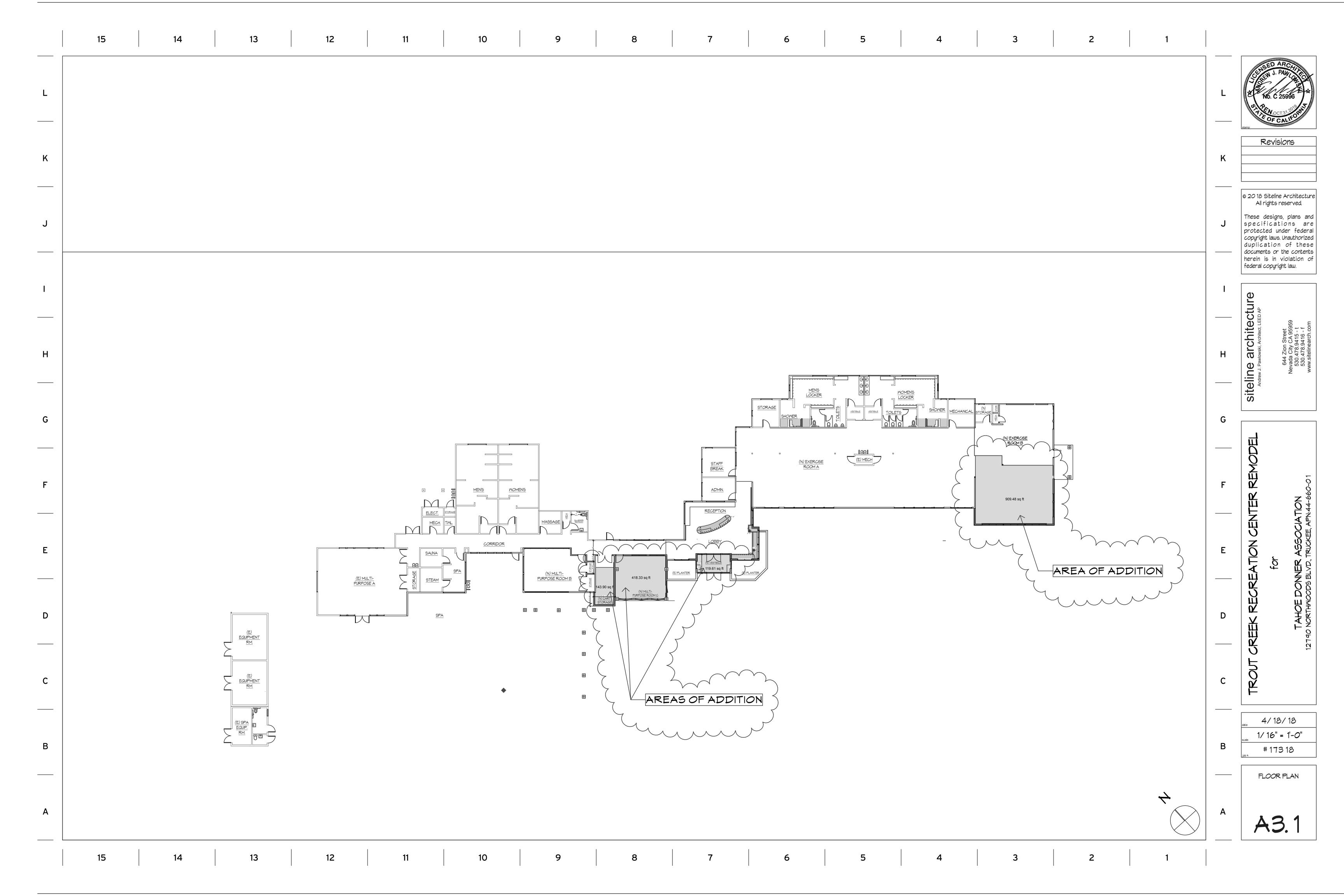
APPROVED PLANS

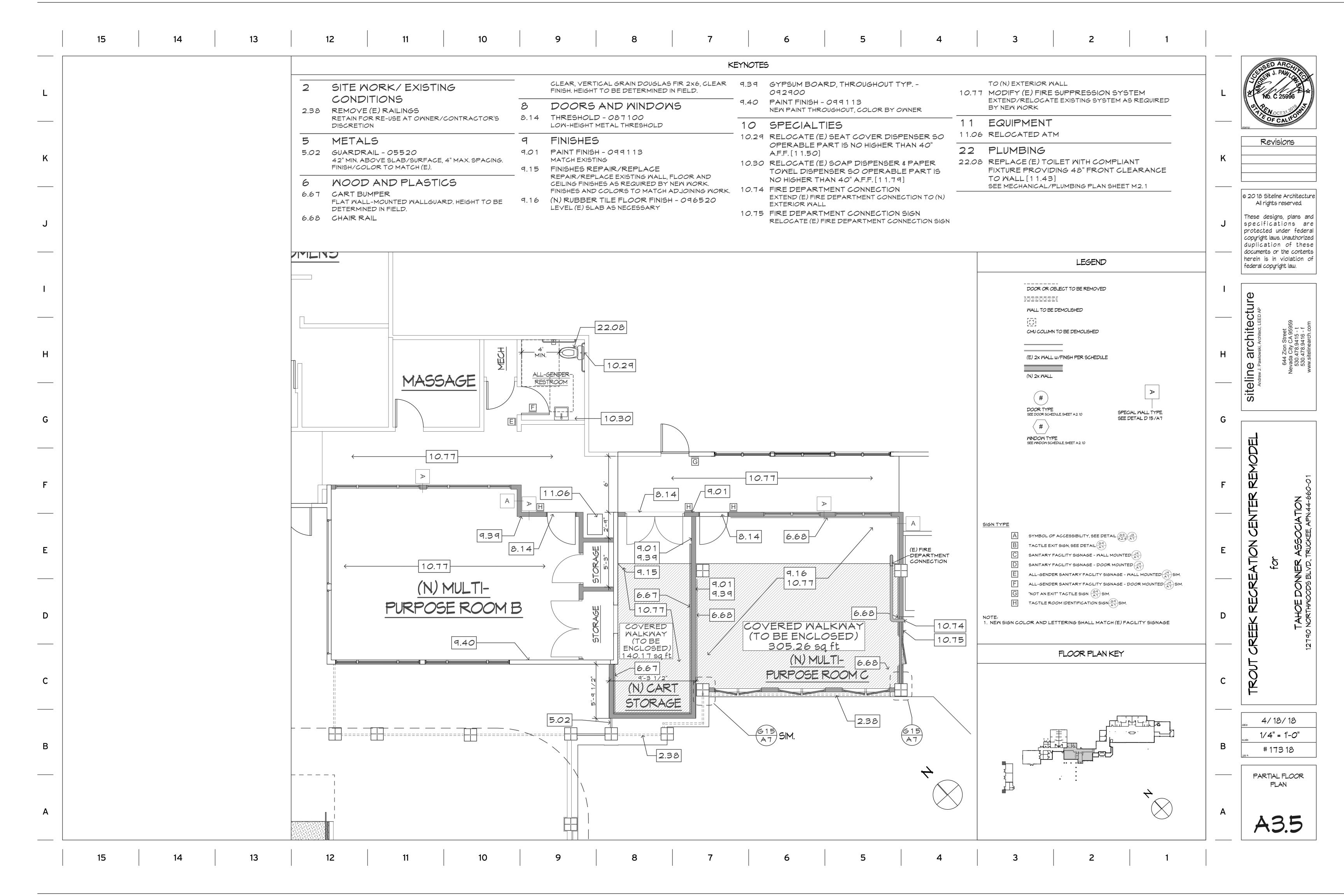


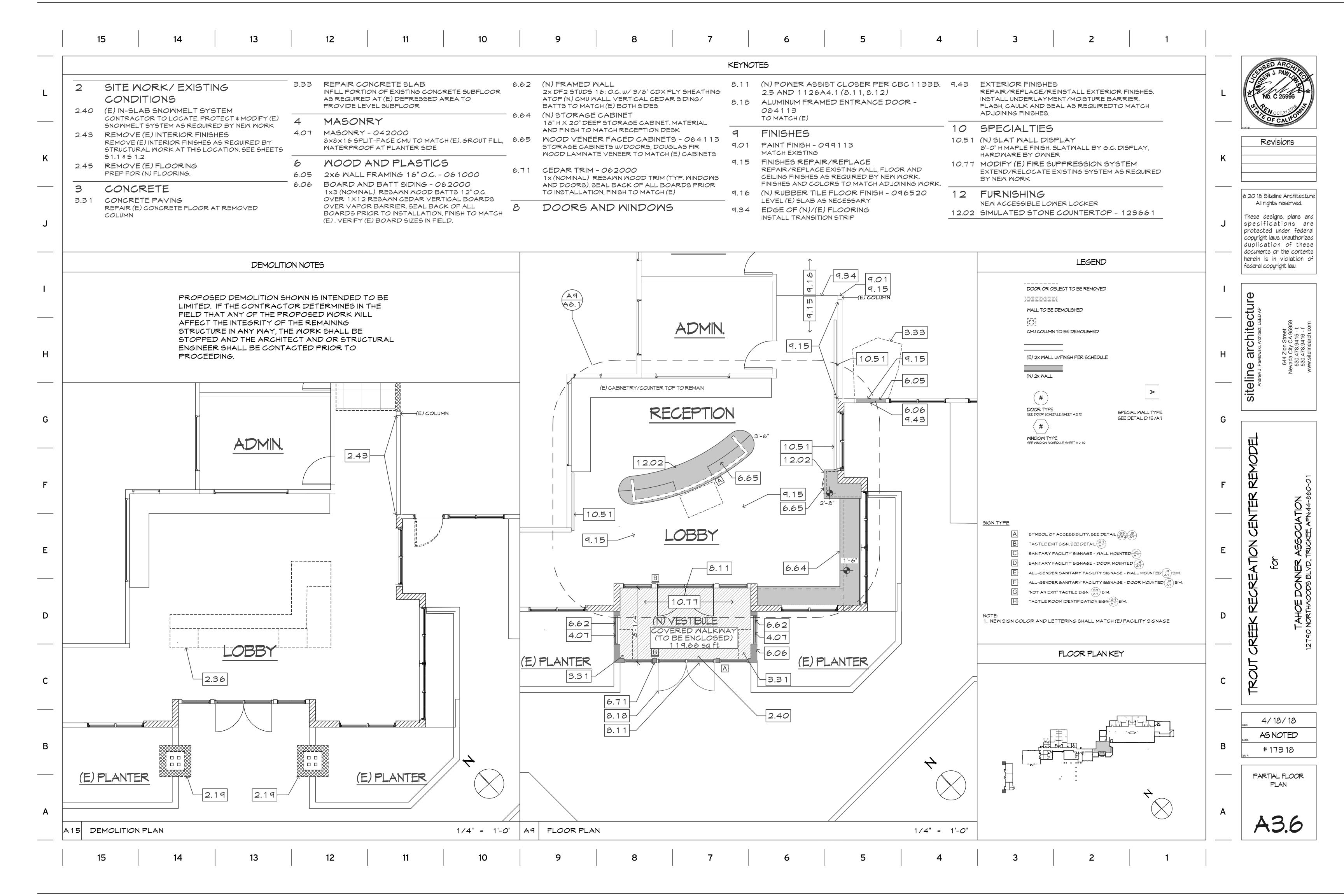


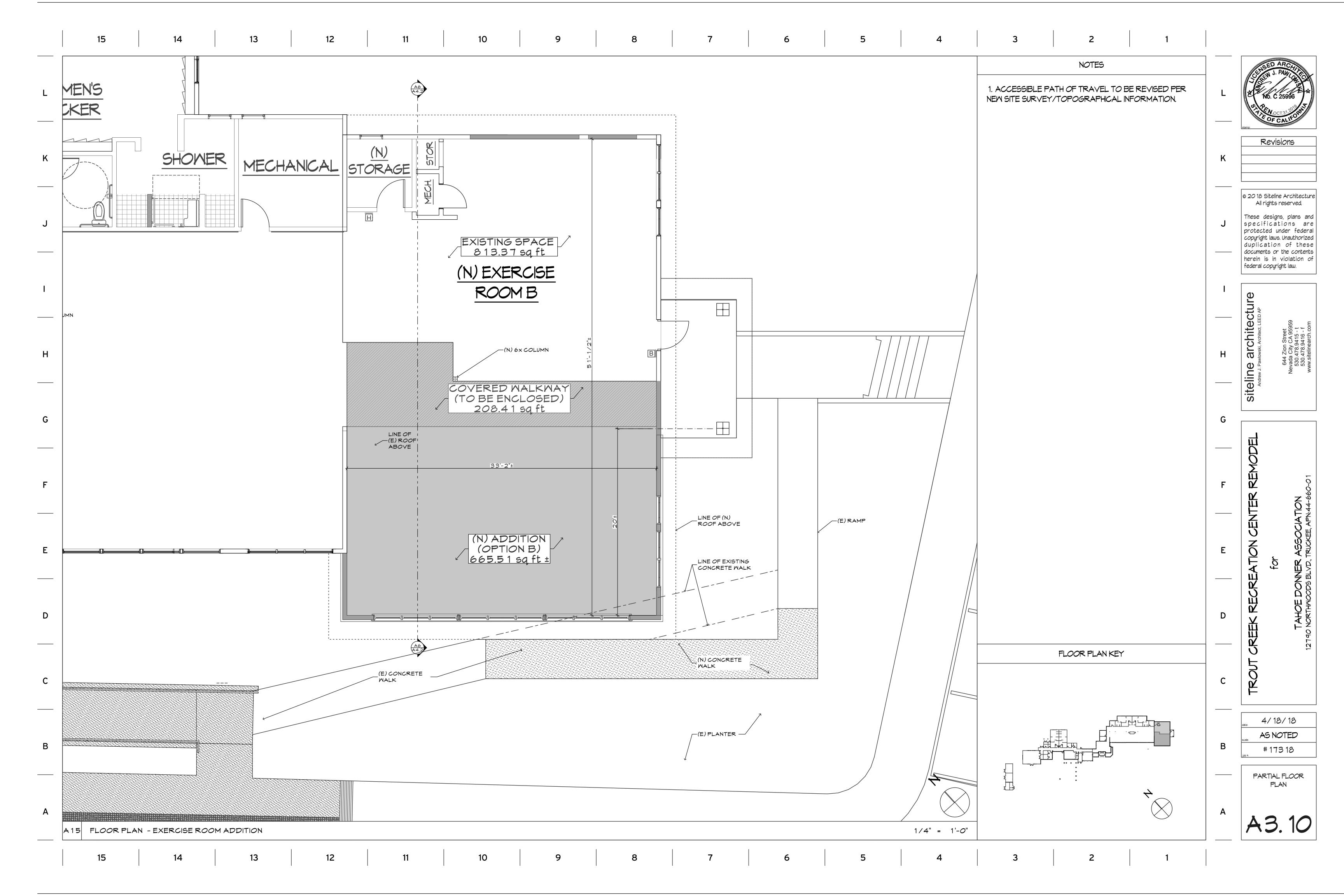


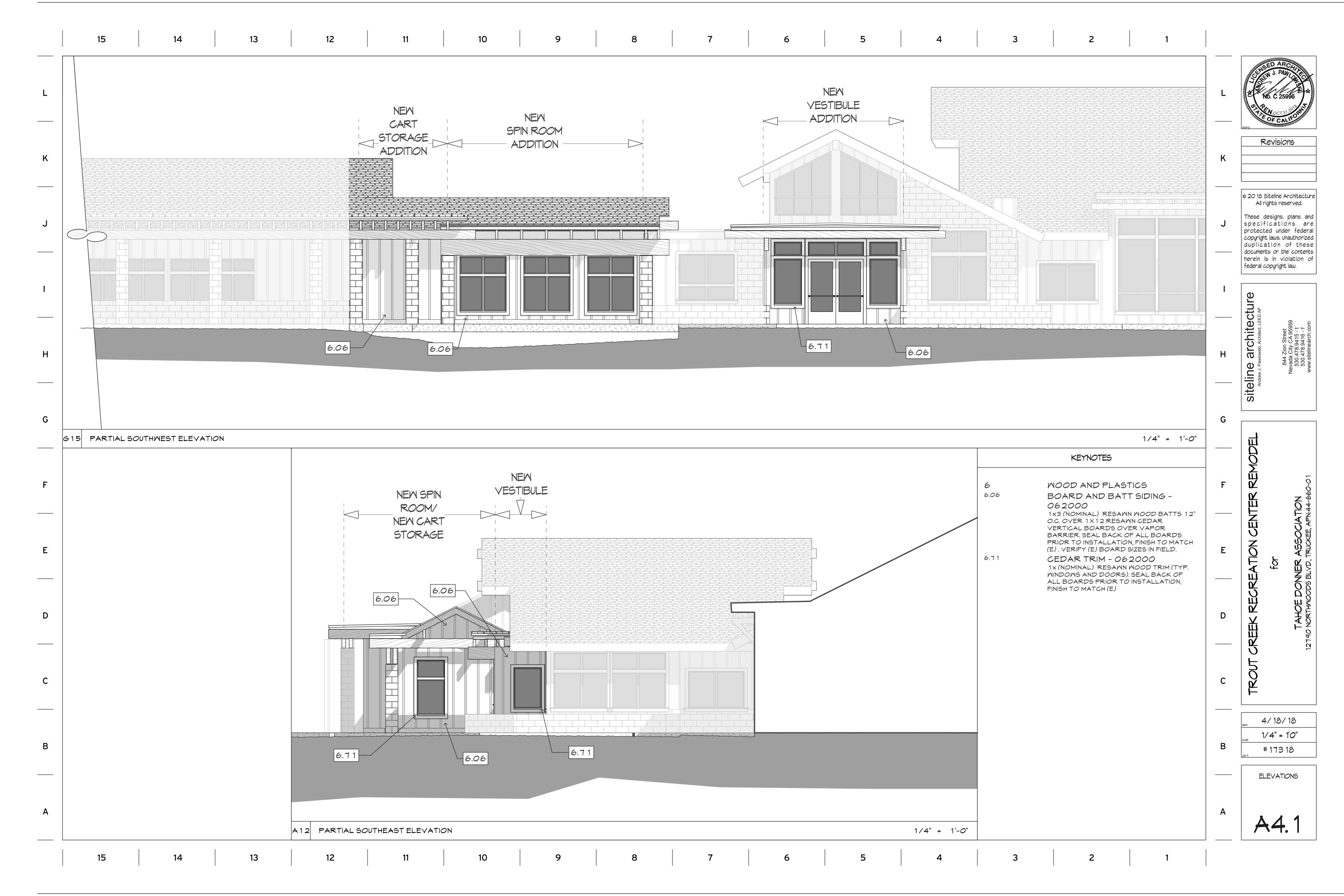


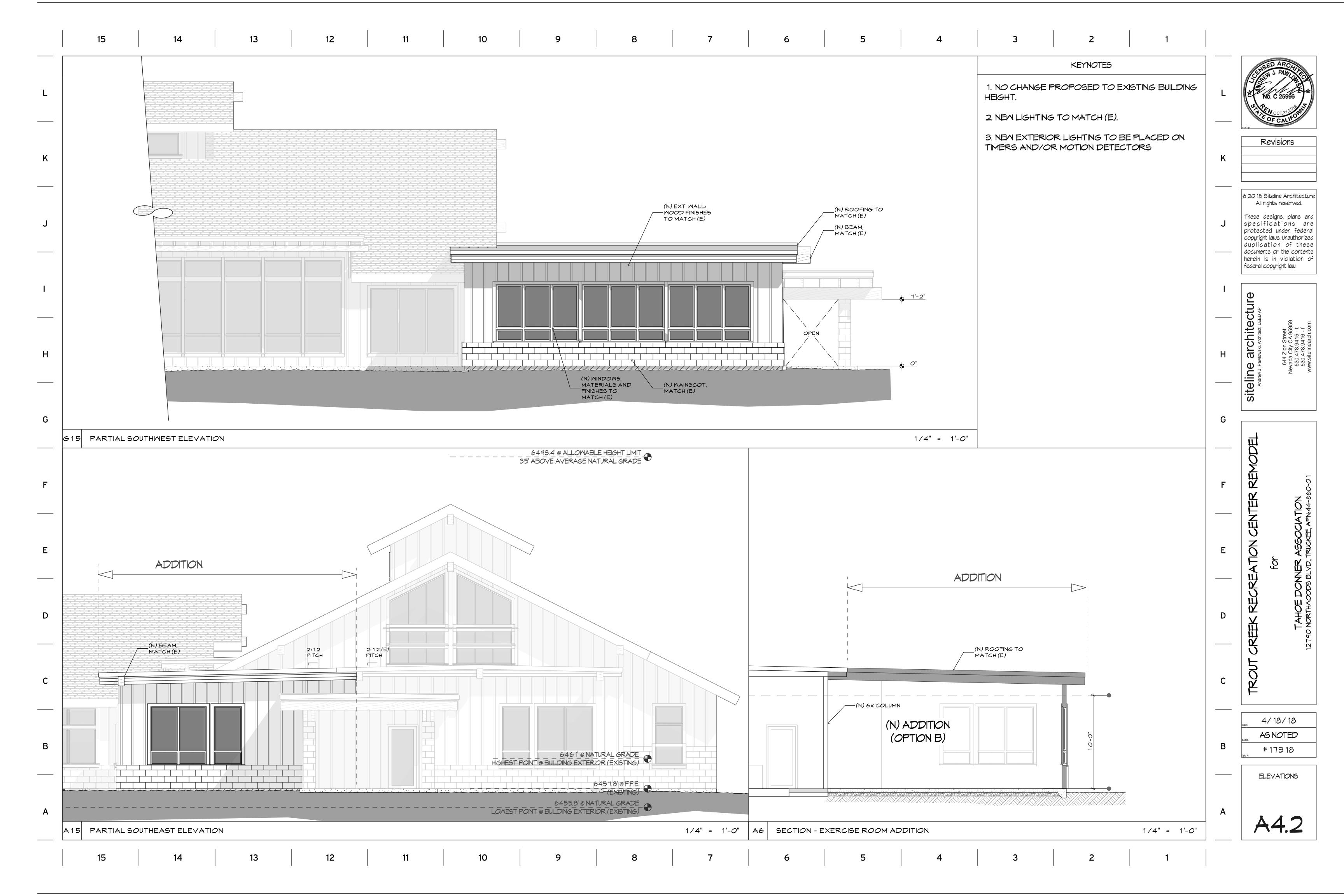


















PRODUCT SPECIFICATIONS

*Image shown may not reflect your configured options



Banded Outdoo

Base Item #305893 Configured Item #305 305893-SKT-77-GG00

FINISH

Coastal Dark Smoke - 77

LAMPING

Incandescent

OPTIONS

FINISH GLASS LAMPING

Coastal Black - 10
Coastal Natural Iron - 20
Coastal Mahogany - 73
Coastal Bronze - 75
Coastal Dark Smoke - 77
Coastal Burnished Steel - 78

Opal Glass (GG) Stone Glass (HH) Pearl Glass (ZX)

LED Incandescent

SPECIFICATIONS

Banded Outdoor Sconce

Base Item #: 305893 Configured Item #: 305893-1024 305893-SKT-77-GG0034

Outdoor sconces with glass options: Banded aluminum

• Handcrafted to order by skilled artisans in Vermont, USA

Incandescent Lamping

Socket: Medium Bulb: A-19, 100W Max Number of Bulbs: 1 (not ir IES Files Available: N

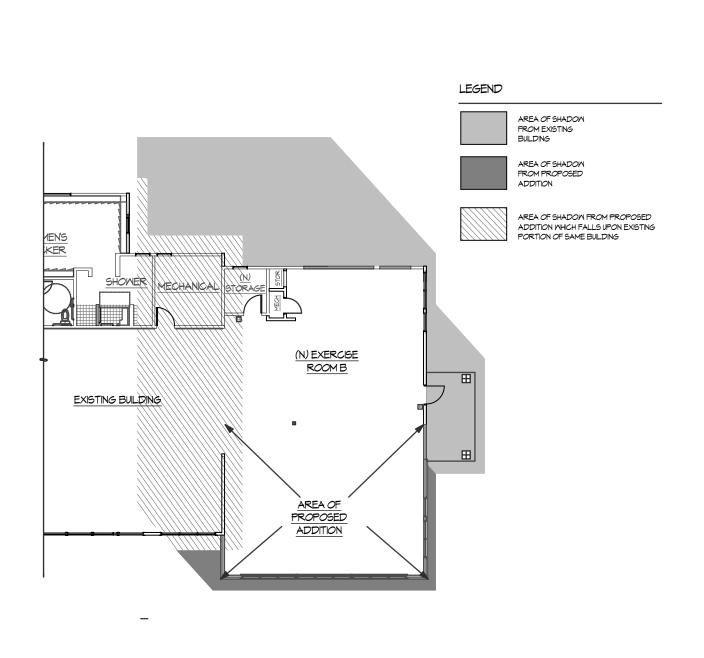
Location Rating Outdoor Wet

Lifetime Limited Warranty when installed in residential setting
Features our robust Coastal Outdoor finish specifically formulated to resist some of the harshest environmental conditions.

Safety Rating UL, CUL listed

Dimensions Height 15.80" Width 7.00" Projection Product Weight 5.20" 3.80 lbs Backplate Vertical Mounting Height 7.00" x 15.80" 7.90" Packed Weight 6.00 lbs Shipping (DIM) Weight 15.00 lbs

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siteline architecture

Andrew J. Pawlowski, Architect, LEED AP

644 Zion Street Nevada City CA 95959 530.478.9415 - t 530.478.9416 - f www.sitelinearch.com SHADOW DIAGRAM

PROJECT TROUT CREEK RECREATION CENTER EXPANSION OWNER TAHOE DONNER ASSOCIATION

DATE: SCALE: 04-05-18 N/A

ASK 0°

RESOLUTION 2018-08 EXHIBIT "B"

APPLICATION 2018-00000051 TROUT CREEK RECREATION CENTER PROJECT AMENDMENT

CONDITIONS OF APPROVAL

General Conditions of Approval

- 1. A Project Amendment is approved for the construction of a 1,439 sq. ft. expansion of the indoor fitness facilities at the Trout Creek Recreation Center (12790 Northwoods Boulevard; APN 44-660-01), as detailed on the approved plans and as described in the Planning Commission staff report dated June 19, 2018, on file in the Community Development Department. (*Planning Division*)
- 2. The applicant is responsible for complying with all conditions of approval and providing evidence to the Community Development Director of compliance with each condition. (*Planning Division*)
- 3. The effective date of approval shall be July 2, 2018, unless the approval is appealed to the Town Council by 5:00 p.m. on June 29, 2018. In accordance with Section 18.84.050 of the Development Code, the approval of the Project Amendment shall be valid for 24 months after its effective date. At the end of that time, the approval shall expire and become null and void unless the time limits of the development permit are extended per section 18.84.055 of the Development Code. (*Planning Division*)
- 4. The Community Development Director may authorize minor alterations to the approved project and conditions of approval in accordance with Sections 18.84.070.B.1 of the Development Code only if the Director finds such changes and alterations to be in substantial compliance with the approved project. For minor project modifications and design elements not addressed by the Planning Commission in their design approval of the project, the Director may impose additional requirements on the project to ensure consistency with the Town Development Code. Major changes and alterations to the approved project and conditions of approval shall be reviewed and approved by the Planning Commission in accordance with Sections 18.84.070.B.2 of the Development Code. (*Planning Division*)
- 5. The project shall comply with all applicable provision and standards of the Development Code in effect on February 23, 2018, except where specifically modified by these conditions of approval. It is the applicant's responsibility to demonstrate compliance to the Planning Division prior to issuance of any grading or building permits. The provisions and standards include, but are not limited to, the following:
 - General Development Standards as contained in Table 2-9 including site coverage, setbacks and height limits;
 - Air Emissions in accordance with Section 18.30.030;
 - Drainage and Stormwater runoff in accordance with Section 18.30.050;
 - Exterior Lighting and Night Sky in accordance with Section 18.30.060;
 - Fences, Walls and Hedges in accordance with Section 18.30.070;
 - Building Height in accordance with Section 18.30.090;

- Property Maintenance in accordance with Section 18.30.100;
- Snow Storage in accordance with Section 18.30.130;
- Solid Waste/Recyclable Materials in accordance with Section 18.30.150:
- Tree Preservation in accordance with Section18.30.155;
- Landscaping in accordance with Chapters 18.40 and 18.42;
- Open Space in accordance with Section 18.46.060;
- Parking in accordance with Chapters 18.48 and 18.50;
- Bicycle Parking in accordance with Section 18.48.090;
- Signs in accordance with Section 18.54 and 18.56.

(Planning Division)

- 6. Any fees due to the Town of Truckee for processing this project shall be paid to the Town within thirty (30) calendar days of final action by the approval authority. Failure to pay such outstanding fees within the time specified shall invalidate any approval or conditional approval granted by this action. No permits, site work, or other actions authorized by this determination shall be permitted, authorized, or commenced until all outstanding fees are paid to the Town. (*Planning Division*)
- 7. The applicant shall defend, indemnify, and hold harmless the Town and its agents, officers, and employees from any claim, action, or proceeding against the Town to attack, set aside, void, or annul the approval of the Town Council, which action is brought within the time period provided for by State law. (*Planning Division, Town Attorney*)
- 8. Prior to commencement of any work on the site, the applicant shall obtain building permit(s) for grading and construction of the building(s). Complete building plans and engineering in accordance with the Town Building Code will be required for all structures. The building plans shall include details and elevations for all State of California, Title 24, and accessibility regulations. (*Planning Division*)
- 9. Prior to grading or building permit issuance, the applicant shall demonstrate compliance with all conditions and requirements of the following agencies, including, but not limited to:
 - Town of Truckee Engineering Division
 - Town of Truckee Building Division
 - Truckee Donner Public Utility District
 - Truckee Sanitary District
 - Truckee Fire Protection District
 - Tahoe Truckee Sierra Disposal Company
 - Nevada County Environmental Health Department
 - Southwest Gas

(Planning Division)

Engineering Conditions of Approval

10. Prior to building permit issuance, the applicant shall pay traffic impact fees and facilities impact fees applicable at the time of building permit application. The estimated traffic impact fees for the proposed project are \$22,995. The actual traffic impact fees will be based upon the latest fee schedule adopted by the Town Council in effect at the time of building permit application. (*Engineering Division*)

Project-Specific Conditions of Approval

- 11. There shall be no removal of any trees outside of the construction/disturbance areas of the proposed development. (*Planning Division*)
- 12. The 1,439 sq. ft. addition requires 10 additional parking spaces, based on the parking demand calculation in the 2003 Trout Creek Recreation Center expansion project approval (1 space per 145 sq. ft.). A total of 221 onsite parking spaces were provided for the original use; the current parking demand is 211 spaces; with the proposed expansion, the new parking demand will be 221 parking spaces. Prior to building permit issuance, the parking lot shall be restriped to provide all 221 parking spaces as identified in the 2003 project approval. (*Planning Division*)
- 13. The existing exterior lighting fixtures on the building do not comply with the Development Code standards for exterior lighting under Section 18.30.060 (Exterior Lighting and Night Sky). The proposed addition of 1,439 sq. ft. represents an increase in building square footage of approximately 12 percent based on the existing building square footage of 12,290 sq. ft., less than the 25 percent increase that would require all fixtures on the building to be brought into compliance. However, this standard is based on cumulative increases. If additional increases in building square footage result in a total increase of 25 percent (i.e., an additional increase of 1,633 sq. ft., for a total cumulative increase of 3,072 sq. ft.), then all exterior lighting fixtures on the building shall be brought into compliance with the Development Code standards for exterior lighting. All new exterior light fixtures shall be in compliance with the Town's exterior lighting standards, and are required to be fully shielded. (*Planning Division*)
- 14. The current facility has a bicycle rack with a capacity for six bicycles. A minimum of three bicycle parking spaces are required. Each bicycle parking space shall include a stationary parking device, mounted to the ground, to adequately support the bicycle. Each bicycle space shall be a minimum of two feet in width and six feet in length and have a minimum of seven feet of overhead clearance. (*Planning Division*)
- 15. All building materials shall be consistent with the approved plans, on file in the Community Development Department. *(Planning Division)*
- 16. Prior to issuance of a building permit, the developer shall prepare and submit a final landscape plan. The plan shall include tress detailed and retained on the approved site plan. A minimum undisturbed area
- 17. In the event that archaeological and/or cultural resources are discovered during any construction, all construction activities shall cease within 200 feet of the find unless a lesser distance is approved by the Director, and the Department shall be notified so that the extend and location of discovered materials may be recorded in a written report prepared by a qualified archaeologist, and disposition of discovered materials may occur in compliance with State and Federal law. Construction shall not recommence until the Director authorizes construction to begin. (*Planning Division*)
- 18. Any mechanical equipment shall be screened from public view and designed to complement the adjacent building design. Screening shall be compatible in color and materials of adjacent buildings. All flashing, vents and gutters shall be painted in a color to blend with adjacent building colors. Prior to final occupancy, any/all roof-mounted and

- ground-mounted equipment shall be screened with an architectural compatible design, in accordance with Development Code Section 18.30.110.D. (*Planning Division*)
- 19. The approved trash enclosure shall be screened in compliance with the submitted plans. The trash enclosure shall be screened with the same finish materials and colors as the approved buildings. The project shall comply with all applicable Truckee Tahoe Sierra Disposal (TTSD) requirements for the location, dimensions, and maintenance of the trash enclosure and shall be reviewed and approved by TTSD prior to building permit issuance. (*Planning Division*)
- 20. The project shall comply with all applicable Truckee Fire Protection District (TFPD) ordinances and requirements as determined by the District Fire Marshal. Prior to the issuance of a certificate of occupancy, the applicant shall submit proof to the Community Development Director that all TFPD requirements have been met. (*Planning Division*)
- 21. The project shall comply with all requirements of the Truckee Donner Public Utility District (TDPUD). Prior to the issuance of a certificate of occupancy, the applicant shall submit proof to the Community Development Director that all TDPUD requirements have been met. (*Planning Division*)
- 22. The project shall comply with all requirements of the Truckee Sanitary District (TSD). Prior to the issuance of a certificate of occupancy, the applicant shall submit proof to the Community Development Director that all TSD requirements have been met. (*Planning Division*)
- 23. The project shall comply with all requirements of the Nevada County Environmental Health Department (NCEHD). Prior to the issuance of a certificate of occupancy, the applicant shall submit proof to the Community Development Director that all NCEHD requirements have been met. (*Planning Division*)
- 24. The applicant shall pay the applicable mitigation monitoring fees—as set by the fee schedule in effect at the time of building permit issuance—to the Planning Division prior to the issuance of any building or grading permits for the monitoring of project mitigations during construction. (*Planning Division*)
- 25. Construction Hours: Hours of operation of construction activities shall be limited to Monday through Saturday from 7 a.m. to 7 p.m. or dusk, whichever occurs first, unless the Town Planner authorizes an extension of the time limitations based on the finding that the noise levels from the construction activities will not negatively affect the residential uses in the surrounding area. No construction shall be permitted on Sundays or designated holidays set by the Town. If a noise complaint is received after the construction time limits are extended, the Town Planner has the ability to render the extended time limits null and void and the applicant shall revert to the aforementioned hours of operation time limitations. Interior construction activities may occur after these hours if such activities will not result in exterior noise audible at property lines. Improvement, grading, and building plans shall note these limited hours of construction. (Planning Division)
- 26. No new signage is approved. Any future signage will require Sign Plan approval or demonstration that the proposed signage is in compliance with an existing Comprehensive Sign Program. *(Planning Division)*

RESOLUTION 2018-08 EXHIBIT "C"

APPLICATION 2018-00000051 TROUT CREEK RECREATION CENTER PROJECT AMENDMENT

FINDINGS

Project Amendment (Development Permit)

1. The proposed development is allowed by Article II (Zoning Districts and Allowable Land Uses) within the applicable zoning district and complies with all other applicable provisions of this Development Code, the Municipal Code and the Public Improvement and Engineering Standards (PIES).

The proposed Project Amendment does not change the approved land uses for the property or the physical characteristics of the approved development, which were approved in Planning Commission Resolution 2003-06, and as described by the "General Plan Consistency" and "Development Code Consistency" sections of the Planning Commission staff report dated June 19, 2018. All conditions of approval applied to the original project remain in effect, further ensuring consistency with the Development Code and PIES.

2. The proposed development is consistent with the General Plan, any applicable Specific Plan, the Trails and Bikeways Master Plan, the Truckee Tahoe Airport Land Use Compatibility Plan (TTALUC), and the Particulate Matter Air Quality Management Plan.

The proposed Project Amendment does not change the approved land uses for the property or the physical characteristics of the approved development, which were approved in Planning Commission Resolution 2003-06, and as described by the "General Plan Consistency" and "Development Code Consistency" sections of the Planning Commission staff report dated June 19, 2018.

The project site is not within any Specific Plan areas. The property is identified in the Trails and Bikeways Master Plan as being located along a current bike lane and as a future potential location for bike parking. The project site is not located within the Airport Influence Area of the Truckee Tahoe Airport Land Use Compatibility Plan. The proposed project is consistent with the requirements of the Town of Truckee Air Quality Management Plan.

3. The proposed development is consistent with the design guidelines, achieves the overall design objectives of the design guidelines, and would not impair the design and architectural integrity and character of the surrounding neighborhood.

The proposed Project Amendment does not change the approved land uses for the property or the physical characteristics of the approved development, which were approved in Planning Commission Resolution 2003-06. The proposed addition is consistent with the design guidelines as described in the "Site Design" and "Building Design" section of the Planning Commission staff report dated June 19, 2018.

4. The Development Permit is in compliance with the requirements of the California Environmental Quality Act (CEQA) and there would be no potential significant adverse effects upon environmental quality and natural resources that would not be properly mitigated and monitored, unless a Statement of Overriding Considerations is adopted.

This finding is supported by the discussion contained in the "Environmental Review" section of the Planning Commission staff report dated June 19, 2018. The project was determined to be exempt from CEQA per Section 15301 of the California Environmental Quality Act (CEQA), which applies to project projects with minor alterations to existing structures and facilities. This includes additions to existing structures provided that the addition will not result in an increase of more than 50 percent of the floor area of the structure before the addition, or 2,500 square feet, whichever is less. The proposed addition is 1,439 square feet, which falls within this threshold.

5. There are adequate provisions for public and emergency vehicle access, fire protection, sanitation, water, and public utilities and services to ensure that the proposed development would not be detrimental to public health and safety.

The proposed Project Amendment does not change the approved land uses for the property of the approved development, which were approved in Planning Commission Resolution 2003-06. With the incorporated Conditions of Approval, there are adequate provisions for public and emergency vehicle access, fire protection, sanitation, water, and public utilities and services for the existing and proposed uses.

6. The site for the proposed use is physically suitable for the type and density/intensity of development being proposed, and is adequate in size and shape to accommodate the use and all fences and walls, landscaping, loading, parking, yards, and other features required by this Development Code.

The proposed Project Amendment does not change the approved land uses for the property, which were approved in Planning Commission Resolution 2003-06, and the project site is suitable for the proposed caretaker/employee housing unit as described in the "Site Design" section of the Planning Commission staff report dated June 19, 2018.

7. The subject site is served by streets adequate in width and pavement type to carry the quantity and type of traffic generated by the proposed development.

The proposed Project Amendment does not change the approved land uses for the property, which were approved in Planning Commission Resolution 2003-06, and the subject site is served by streets that are adequate to accommodate the additional indoor fitness area.

8. The proposed development is consistent with all applicable regulations of the Nevada County Environmental Health Department and the Truckee Fire Protection District for the transport, use, and disposal of hazardous materials.

The Nevada County Environmental Health Department and Truckee Donner Fire Protection District have reviewed the proposed project and no objections were filed. There is no proposed transport, use, and or/disposal of hazardous materials.

In staff's opinion, the current proposed expansion of the recreation facility is consistent with the existing building and with the Development Code Design Guidelines. Staff is not proposing any modifications to the proposed design.

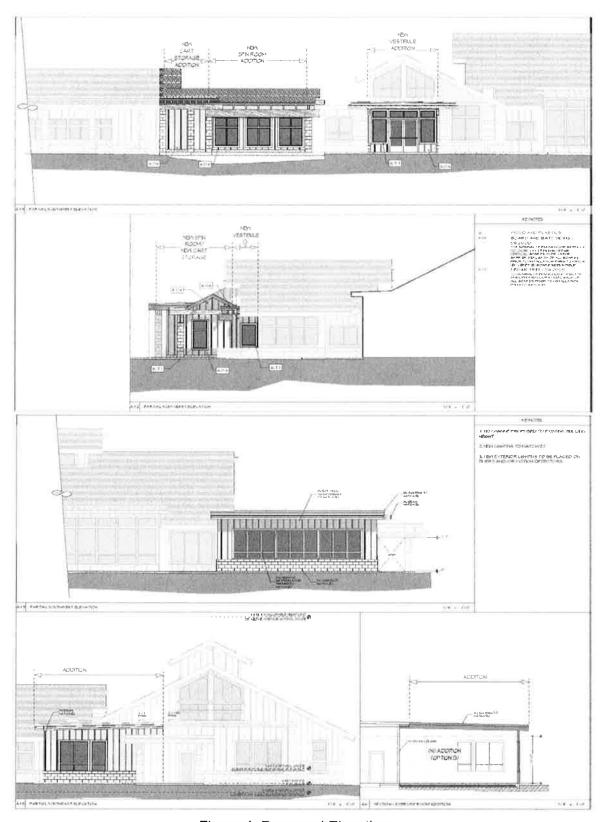


Figure 4: Proposed Elevations

Land Use Approvals

Project Amendment approval was requested to amend the project approval under Application #02-078. Staff notes that a Conditional Use Permit is no longer an application type that the Town of Truckee processes. Under the Town's current requirements, this size of project would require a Development Permit, which is required for projects with a change in land use, new structures, or additions to existing structures with a gross floor area of 7,500 square feet or more, as well as new improvements or additions to existing improvements with site disturbance (grading, impervious surfaces and/or the removal of natural vegetation) of 26,000 square feet or more, as required under Development Code Section 18.74 (Development Permits). The review process begins with the recognition that the proposed use/construction is allowed in the zoning district and focuses on issues related to site layout and design in order to arrive at the best utilization of the subject site and compatibility of design with surrounding properties. A Private Residential Recreational Facility is an allowed use in the REC (Recreation) zoning district, as identified in Table 2-9 (Allowed Uses and Permit Requirements for Special Purpose Districts). The Planning Commission is the review authority for Development Permits, per Chapter 18.070 (Applications, Processing and Fees). Staff has determined that the proposed modifications meet the required findings for a Development Permit as described below in the Development Code consistency section of the staff report.

General Plan Consistency

The project site is within the Tahoe Donner PA (Plan Area) General Plan land use designation. which applies to the existing Tahoe Donner community and allows buildout of the land uses put in place for Tahoe Donner prior to the Town's incorporation, including single-family homes, condominiums, neighborhood commercial uses, and recreational facilities. The estimated buildout of Tahoe Donner is 7,000 housing units and 70,000 square feet of non-residential uses. which includes mostly recreational facilities. As part of the Planning Commission review in April 2003, the Commission approved a Mitigated Negative Declaration which addressed consistency with specific General Plan policies including Aesthetics, Utilities and Service Systems, Noise, Biological Resources, Transportation/Traffic, Air Quality, and Hydrology and Water Quality. The Mitigated Negative Declaration concluded that the project, as proposed, would not be inconsistent with any General Plan policies. It was staff's opinion that the project was consistent with the policies and Land Use Diagrams of the General Plan and would not induce substantial growth in the area that was not already envisioned for the Tahoe Donner Plan Area. Due to the much smaller scale of the proposed expansion, it is staff's opinion that the same conclusions apply to the current project, and that the expansion would not create any General Plan inconsistencies nor induce substantial growth that was not already envisioned for the Tahoe Donner Planned Community.

Development Code Consistency

The project site is located in the REC (Recreation) zoning district, which applies to areas appropriate for active recreational activities that would be compatible with natural resource areas. Allowed uses include camping, skiing, golfing, clustered lodging, residences and support services. The REC zoning district is consistent with the Open Space Recreation (OSR), Resource Conservation/Open Space (RC/OS), Residential (RES), and the Tahoe Donner Plan Area land use classifications of the General Plan. Private residential recreational facilities are a permitted use in the REC zoning district with approval of a Use Permit. During the April 2003 Planning Commission review, staff determined that the project complied with all development

standards applicable to the REC zoning district, and found that the project was consistent with the 2000 Development Code in regards to regulation intended to protect the environment.

Staff has reviewed the proposed addition and finds that the current project is consistent with all current Development Code standards, except as noted below:

Parking

The increase in floor area for the recreation facility uses will result in an increase in parking demand. Under Development Code Chapter 18.48 (Parking and Loading Standards), the parking demand for private recreational facilities is determined by the land use permit.

According to approval letter for the 1991 project amendment, a parking demand of 159 parking spaces was required for the 3,550 square foot building. The 2003 project approval stated that the existing parking infrastructure on the project site at that time consisted of 221 parking spaces, and that the existing onsite recreation uses had a parking demand of 156 spaces. The 8,000 sq. ft. addition increased the parking demand by 55 parking spaces (1 per 145 sq. ft.), which brought the total parking demand to 211 parking spaces, leaving a surplus of 10 spaces.

The site plan submitted with the current application identifies a total of 185 existing parking spaces instead of 221 spaces. According to the applicant, this difference in number of spaces is due to striping modifications of the parking lot that have occurred since the 2003 approval, which removed the compact spaces and thereby reduced the overall number of parking spaces. The applicant proposes to restripe the parking lot to provide the previously approved number of 221 parking spaces.

Based on the previous parking calculations, the current addition would add a parking demand of 10 additional spaces, for a total demand of 221 spaces. When restriped with a total of 221 spaces, the project site will accommodate all the required parking for the proposed expansion. Staff included Condition of Approval #12 identifying the required number of parking spaces and the required restriping of the existing parking lot as discussed above.

Lighting

The applicant is proposing to relocate existing exterior light fixtures from the current building to the new addition. (See Figure 5 for a photo of the existing light fixtures, and Attachment #2 for a specification sheet included in the plan set attached to this staff report.) Staff notes that these fixtures are not compliant with the Town's current exterior lighting standards under Development Code Section 18.30.060 (Exterior Lighting and Night Sky), which requires all exterior light fixtures to be fully shielded.

Under Section 18.30.060.C.2 (Minor Additions), if the total cumulative increase in floor area for a non-residential addition is 25 percent or less, or if the total cumulative cost of any exterior modifications, alteration or repair is less than 25 percent of the valuation of the building, then full conformance with the Town's current exterior lighting standards is not required. The proposed addition represents less than a 25 percent increase; therefore, staff has determined that the project is exempt at this time from



Figure 5: Existing Light Fixtures

bringing all exterior light fixtures on the building into compliance with the Town's current standards. The Development Code does not prohibit the relocation of existing nonconforming fixtures on a commercial building.

However, staff notes that the increase in floor area is cumulative. As a result, future projects that result in an increase in floor area may trigger the requirement for all exterior light fixtures on the building to be replaced with night sky compliant fixtures. The calculation will be based on the current square footage of 12,290 square feet, as this is the building size that was in place at the time the Town's exterior lighting standards went into effect. A 25 percent increase would equal 3,072 square feet. The current proposed increase is 1,439 square feet; therefore, an additional increase of 1,633 square feet in building square footage would exceed the threshold and would require full compliance with the exterior lighting standards at that time. Staff has included Condition of Approval #13, specifying that if future additions to the building square footage result in a cumulative increase of 25 percent or more, all exterior light fixtures on the building shall be brought into compliance with the Town's exterior lighting standards.

Landscaping

The proposed addition would be located in an area where existing landscaping is located. The addition would result in the removal of 658 sq. ft. This will require the removal of two trees, as shown in the site photo below.

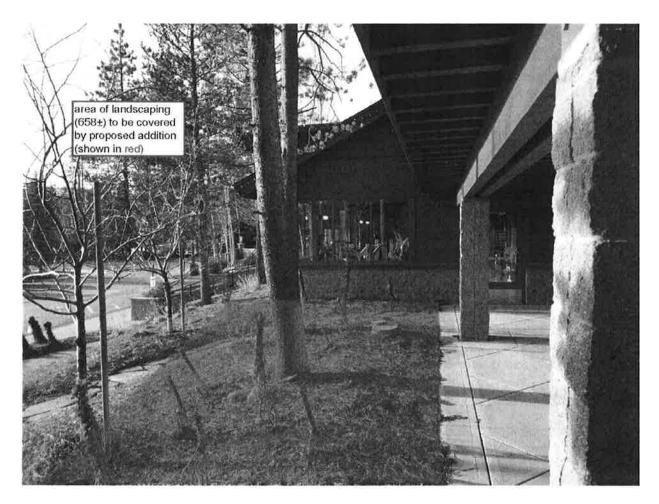


Figure 6: Existing Landscaping to be Replaced by Building Addition

As shown in the photo, a buffer of landscape area will remain between the new addition and the walkway. As part of the 2003 approval, a preliminary landscape plan was submitted that included the planting of indigenous and non-indigenous vegetation along the northern, eastern, and southern perimeters of the development. Staff has reviewed the landscaping on the project site, and has determined that the remaining landscape area meets the Development Code landscape standards. Therefore, no additional landscaping is required.

The applicant team is not proposing any changes to the existing facility that would affect consistency with the previously reviewed Development Code standards, and staff has determined that the proposed expansion is consistent with all current Development Code standards, except as noted above. With incorporation of the proposed conditions of approval, staff has determined that the project is consistent with the Development Code.

Special Districts and Utilities

All applicable special districts, utility companies, and Town departments with an interest in this application have been notified. No objections were filed and all conditions of approval have been incorporated. The project will be required to be in compliance with all utility and special agency requirements. Copies of all agency comment letters are included as Attachment #4.

Public Comment

As of the date of publication of this staff report, a total of four public comments have been received in support of the proposed expansion. Copies of these comment letters are attached to this staff report as Attachment #5.

ENVIRONMENTAL REVIEW

Staff recommends that the Planning Commission find the project exempt from the California Environmental Quality Act (CEQA) per Section 15301 (Existing Facilities) of the CEQA Guidelines, which includes exemptions for projects with minor alterations to existing structures and facilities. This includes additions to existing structures provided that the addition will not result in an increase of more than 50 percent of the floor area of the structure before the addition, or 2,500 square feet, whichever is less. The proposed addition is 1,439 square feet, which falls within this threshold.

As previously noted, a Mitigated Negative Declaration was adopted by the Planning Commission for the 2003 expansion of the Trout Creek Recreation Center. No new environmental impacts or changes to existing conditions have been identified on the project site, and staff has determined that the proposed increase in floor area will not result in any potential negative impacts on the environment.

SUMMARY AND RECOMMENDATION

Staff recommends that the Commission approve the Project Amendment as proposed. The Planning Commission has previously determined that the existing recreational facility is an appropriate use in the REC zoning district, and has previously approved an 8,000 sq. ft. expansion of the facility. The current proposed 1,439 sq. ft. expansion encompasses several areas that are already existing covered areas on the property. The proposed architecture is

consistent with the existing building and the development does not present any potential new environmental impacts. Through the recommended conditions of approval, any impacts to the site conditions will be addressed, which will ensure the ongoing compliance of the project site with the Town's current standards.

ALTERNATIVES

Other actions that the Planning Commission may take as an alternative to the recommended action include:

- 1. Continue the public hearing to a date and time certain. The Planning Commission may request additional information from the applicant and/or staff. (If new information is presented at the next meeting, the public portion of the hearing must be reopened on the new information submitted.)
- 2. Find that an exemption to CEQA is not suitable and require the preparation of an Initial Study in accordance with CEQA.
- 3. Land Use Permits
 - a. Approve the Project Amendment subject to adding, modifying, or eliminating any provision or condition of approval of the project.
 - b. Deny the Project Amendment on the basis that one or more of the required findings cannot be made.

ATTACHMENTS

- 1. Draft Planning Commission Resolution 2018-08
- 2. Applicant-Provided Plans, Elevations and Specification Sheets
- 3. Applicant-Provided Letter of Justification
- 4. Agency Comment Letters
- 5. Public Comment Letters

Town of Truckee California

PLANNING COMMISSION RESOLUTION 2018-08 A RESOLUTION OF THE TOWN OF TRUCKEE PLANNING COMMISSION APPROVING APPLICATION 2018-000000051 (TROUT CREEK RECREATION CENTER PROJECT AMENDMENT)

WHEREAS, on January 8, 1991, the Nevada County Planning Commission approved a Conditional Use Permit for a 2,600 sq. ft. recreation center facility at 12790 Northwoods Boulevard (APN 44-660-01); and

WHEREAS, on December 19, 1991, the Nevada County Planning Commission amended the Conditional Use Permit to increase the size of the approved recreation center to 3,550 sq. ft.; and

WHEREAS, on April 9, 2003, the Town of Truckee Planning Commission approved Resolution 2003-06, adopting a Mitigated Negative Declaration and approving an 8,000 sq. ft. addition to the Trout Creek Recreation Center; and

WHEREAS, the Town of Truckee has received a request from the property owner to amend the project approval for a 1,439 sq. ft. addition to the indoor fitness facilities; and

WHEREAS, the Planning Commission was the original review authority for the project and is responsible for the review and consideration of major changes to the project which involve a feature of the project that was a basis for conditions of approval for the project that was a specific consideration by the review authority in taking action in the approval of the permit; and

WHEREAS, a 10-day public review period was provided to allow Federal, State, and local agencies, interested persons and organization, and other members of the public to review and comment on the project; and

WHEREAS, public notice was published in the *Sierra Sun* and mailed to property owners within 500 feet of the project site informing the public of the date, time, and location of the public hearing for consideration of the approval or denial of the Project Amendment; and

WHEREAS, the Planning Commission held a public hearing on the matter at their regularly scheduled Planning Commission meeting beginning and ending on June 19, 2018, and considered all information and public comment related thereto;

THEREFORE BE IT RESOLVED, the Planning Commission hereby takes the following actions on Application 2018-00000051/AMD (Trout Creek Recreation Center Project Amendment):

- 1. Approves the Trout Creek Recreation Center Project Amendment, as shown on Exhibit A, subject to the conditions of approval set forth in Exhibit "B" (Conditions of Approval) attached hereto and incorporated herein; and
- 2. Determines the project exempt from further environmental review in accordance with Section 15301 of the California Environmental Quality Act Guidelines.

BE IT FURTHER RESOLVED , the Planning Con Exhibit "C" (Findings), in support of approval of these act	
The foregoing Resolution was introduced by seconded by Commission member at a Reg Commission held on the 19 th day of June 2018 and adop	gular Meeting of the Truckee Planning
AYES:	
NOES:	
ABSENT:	
Town	Kielas, Chair n of Truckee Planning Commission
ATTEST:	
Emily McGuire, Secretary	
Attachments:	
Exhibit A – Approved Site Plan and Building Elevations Exhibit B – Recommended Conditions of Approval Exhibit C – Findings	

RESOLUTION 2018-08 EXHIBIT "B"

APPLICATION 2018-00000051 TROUT CREEK RECREATION CENTER PROJECT AMENDMENT

DRAFT CONDITIONS OF APPROVAL

General Conditions of Approval

- 1. A Project Amendment is approved for the construction of a 1,439 sq. ft. expansion of the indoor fitness facilities at the Trout Creek Recreation Center (12790 Northwoods Boulevard; APN 44-660-01), as detailed on the approved plans and as described in the Planning Commission staff report dated June 19, 2018, on file in the Community Development Department. (*Planning Division Recommendation*)
- The applicant is responsible for complying with all conditions of approval and providing evidence to the Community Development Director of compliance with each condition. (*Planning Division Recommendation*)
- 3. The effective date of approval shall be July 2, 2018, unless the approval is appealed to the Town Council by 5:00 p.m. on June 29, 2018. In accordance with Section 18.84.050 of the Development Code, the approval of the Project Amendment shall be valid for 24 months after its effective date. At the end of that time, the approval shall expire and become null and void unless the time limits of the development permit are extended per section 18.84.055 of the Development Code. (*Planning Division Recommendation*)
- 4. The Community Development Director may authorize minor alterations to the approved project and conditions of approval in accordance with Sections 18.84.070.B.1 of the Development Code only if the Director finds such changes and alterations to be in substantial compliance with the approved project. For minor project modifications and design elements not addressed by the Planning Commission in their design approval of the project, the Director may impose additional requirements on the project to ensure consistency with the Town Development Code. Major changes and alterations to the approved project and conditions of approval shall be reviewed and approved by the Planning Commission in accordance with Sections 18.84.070.B.2 of the Development Code. (Planning Division Recommendation)
- 5. The project shall comply with all applicable provision and standards of the Development Code in effect on February 23, 2018, except where specifically modified by these conditions of approval. It is the applicant's responsibility to demonstrate compliance to the Planning Division prior to issuance of any grading or building permits. The provisions and standards include, but are not limited to, the following:
 - General Development Standards as contained in Table 2-9 including site coverage, setbacks and height limits;
 - Air Emissions in accordance with Section 18.30.030;
 - Drainage and Stormwater runoff in accordance with Section 18.30.050;
 - Exterior Lighting and Night Sky in accordance with Section 18.30.060;
 - Fences, Walls and Hedges in accordance with Section 18.30.070;
 - Building Height in accordance with Section 18.30.090;

- Property Maintenance in accordance with Section 18.30.100;
- Snow Storage in accordance with Section 18.30.130;
- Solid Waste/Recyclable Materials in accordance with Section 18.30.150;
- Tree Preservation in accordance with Section 18.30.155;
- Landscaping in accordance with Chapters 18.40 and 18.42;
- Open Space in accordance with Section 18.46.060;
- Parking in accordance with Chapters 18.48 and 18.50;
- Bicycle Parking in accordance with Section 18.48.090;
- Signs in accordance with Section 18.54 and 18.56.

(Planning Division Recommendation)

- 6. Any fees due to the Town of Truckee for processing this project shall be paid to the Town within thirty (30) calendar days of final action by the approval authority. Failure to pay such outstanding fees within the time specified shall invalidate any approval or conditional approval granted by this action. No permits, site work, or other actions authorized by this determination shall be permitted, authorized, or commenced until all outstanding fees are paid to the Town. (*Planning Division Recommendation*)
- 7. The applicant shall defend, indemnify, and hold harmless the Town and its agents, officers, and employees from any claim, action, or proceeding against the Town to attack, set aside, void, or annul the approval of the Town Council, which action is brought within the time period provided for by State law. (*Planning Division, Town Attorney Recommendation*)
- 8. Prior to commencement of any work on the site, the applicant shall obtain building permit(s) for grading and construction of the building(s). Complete building plans and engineering in accordance with the Town Building Code will be required for all structures. The building plans shall include details and elevations for all State of California, Title 24, and accessibility regulations. (*Planning Division Recommendation*)
- 9. Prior to grading or building permit issuance, the applicant shall demonstrate compliance with all conditions and requirements of the following agencies, including, but not limited to:
 - Town of Truckee Engineering Division
 - Town of Truckee Building Division
 - Truckee Donner Public Utility District
 - Truckee Sanitary District
 - Truckee Fire Protection District
 - Tahoe Truckee Sierra Disposal Company
 - Nevada County Environmental Health Department
 - Southwest Gas

(Planning Division Recommendation)

Engineering Conditions of Approval

10. Prior to building permit issuance, the applicant shall pay traffic impact fees and facilities impact fees applicable at the time of building permit application. The estimated traffic impact fees for the proposed project are \$22,995. The actual traffic impact fees will be

based upon the latest fee schedule adopted by the Town Council in effect at the time of building permit application. *(Engineering Division Recommendation)*

Project-Specific Conditions of Approval

- 11. There shall be no removal of any trees outside of the construction/disturbance areas of the proposed development. (*Planning Division Recommendation*)
- 12. The 1,439 sq. ft. addition requires 10 additional parking spaces, based on the parking demand calculation in the 2003 Trout Creek Recreation Center expansion project approval (1 space per 145 sq. ft.). A total of 221 onsite parking spaces were provided for the original use; the current parking demand is 211 spaces; with the proposed expansion, the new parking demand will be 221 parking spaces. Prior to building permit issuance, the parking lot shall be restriped to provide all 221 parking spaces as identified in the 2003 project approval. (*Planning Division Recommendation*)
- 13. The existing exterior lighting fixtures on the building do not comply with the Development Code standards for exterior lighting under Section 18.30.060 (Exterior Lighting and Night Sky). The proposed addition of 1,439 sq. ft. represents an increase in building square footage of approximately 12 percent based on the existing building square footage of 12,290 sq. ft., less than the 25 percent increase that would require all fixtures on the building to be brought into compliance. However, this standard is based on cumulative increases. If additional increases in building square footage result in a total increase of 25 percent (i.e., an additional increase of 1,633 sq. ft., for a total cumulative increase of 3,072 sq. ft.), then all exterior lighting fixtures on the building shall be brought into compliance with the Development Code standards for exterior lighting. All new exterior light fixtures shall be in compliance with the Town's exterior lighting standards, and are required to be fully shielded. (*Planning Division Recommendation*)
- 14. The current facility has a bicycle rack with a capacity for six bicycles. A minimum of three bicycle parking spaces are required. Each bicycle parking space shall include a stationary parking device, mounted to the ground, to adequately support the bicycle. Each bicycle space shall be a minimum of two feet in width and six feet in length and have a minimum of seven feet of overhead clearance. (*Planning Division Recommendation*)
- 15. All building materials shall be consistent with the approved plans, on file in the Community Development Department. (*Planning Division Recommendation*)
- 16. Prior to issuance of a building permit, the developer shall prepare and submit a final landscape plan. The plan shall include tress detailed and retained on the approved site plan. A minimum undisturbed area
- 17. In the event that archaeological and/or cultural resources are discovered during any construction, all construction activities shall cease within 200 feet of the find unless a lesser distance is approved by the Director, and the Department shall be notified so that the extend and location of discovered materials may be recorded in a written report prepared by a qualified archaeologist, and disposition of discovered materials may occur in compliance with State and Federal law. Construction shall not recommence until the Director authorizes construction to begin. (*Planning Division Recommendation*)

- 18. Any mechanical equipment shall be screened from public view and designed to complement the adjacent building design. Screening shall be compatible in color and materials of adjacent buildings. All flashing, vents and gutters shall be painted in a color to blend with adjacent building colors. Prior to final occupancy, any/all roof-mounted and ground-mounted equipment shall be screened with an architectural compatible design, in accordance with Development Code Section 18.30.110.D. (*Planning Division Recommendation*)
- The approved trash enclosure shall be screened in compliance with the submitted plans. The trash enclosure shall be screened with the same finish materials and colors as the approved buildings. The project shall comply with all applicable Truckee Tahoe Sierra Disposal (TTSD) requirements for the location, dimensions, and maintenance of the trash enclosure and shall be reviewed and approved by TTSD prior to building permit issuance. (*Planning Division Recommendation*)
- 20. The project shall comply with all applicable Truckee Fire Protection District (TFPD) ordinances and requirements as determined by the District Fire Marshal. Prior to the issuance of a certificate of occupancy, the applicant shall submit proof to the Community Development Director that all TFPD requirements have been met. (*Planning Division Recommendation*)
- The project shall comply with all requirements of the Truckee Donner Public Utility District (TDPUD). Prior to the issuance of a certificate of occupancy, the applicant shall submit proof to the Community Development Director that all TDPUD requirements have been met. (Planning Division Recommendation)
- The project shall comply with all requirements of the Truckee Sanitary District (TSD). Prior to the issuance of a certificate of occupancy, the applicant shall submit proof to the Community Development Director that all TSD requirements have been met. (*Planning Division Recommendation*)
- The project shall comply with all requirements of the Nevada County Environmental Health Department (NCEHD). Prior to the issuance of a certificate of occupancy, the applicant shall submit proof to the Community Development Director that all NCEHD requirements have been met. (Planning Division Recommendation)
- 24. The applicant shall pay the applicable mitigation monitoring fees—as set by the fee schedule in effect at the time of building permit issuance—to the Planning Division prior to the issuance of any building or grading permits for the monitoring of project mitigations during construction. (*Planning Division Recommendation*)
- 25. Construction Hours: Hours of operation of construction activities shall be limited to Monday through Saturday from 7 a.m. to 7 p.m. or dusk, whichever occurs first, unless the Town Planner authorizes an extension of the time limitations based on the finding that the noise levels from the construction activities will not negatively affect the residential uses in the surrounding area. No construction shall be permitted on Sundays or designated holidays set by the Town. If a noise complaint is received after the construction time limits are extended, the Town Planner has the ability to render the extended time limits null and void and the applicant shall revert to the aforementioned hours of operation time limitations. Interior construction activities may occur after these hours if such activities will not result in exterior noise audible at property lines.

- Improvement, grading, and building plans shall note these limited hours of construction. (*Planning Division Recommendation*)
- 26. No new signage is approved. Any future signage will require Sign Plan approval or demonstration that the proposed signage is in compliance with an existing Comprehensive Sign Program. (*Planning Division Recommendation*)